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Command Policy

**COMPLIANCE AND STANDARDIZATION
REQUIREMENT LIST (C&SRL) LOGISTICS
(LG/LGTT), TRAFFIC MANAGEMENT**

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This directory implements Air Force Policy Directive (AFPD) 90-2, *The Inspection System*, and is applicable to all Passenger and Cargo Movement sections within the Distribution Flight of the Logistics Readiness Squadron. Compliance with this directive and its parent instructions are mandatory. The C&SRL supports guidance in the following: AFI 24-101, *Passenger Movement*, AFI 24-201, *Cargo Movement*, AFI 24-202, *Preservation and Packing*, AFMAN 24-204 (I), *Preparing Hazardous Materials for Military Air Shipment*, AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*, DoDR 4500.9-R, *Defense Transportation Regulation, Pts I, II, III, V*, JTR/JFTR, *Joint Travel Regulation/Joint Federal Travel Regulation*, NGR 130-6/ANGI 36-2, *United States Property and Fiscal Officer (USP&FO) Appointment, Duties, and Responsibilities*, TO 35D33-2-2-2, 463L Air Cargo Pallets, TO 35D33-2-3-1, Air Cargo Pallet Nets, MIL STD 129, *Marking for Shipment and Storage*, 49 CFR parts 100-199, and AFI 21-113, *Metrology and Calibration (AFMETCAL) Program*. Units will supplement this publication with items developed from appropriate technical data, AFSOH Standards (STD), local operating instructions (OI), etc., to assess internal compliance. Higher Headquarters/Inspector general (HHQ/IG) may use this directory in whole or in part during evaluations and exercises.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. The items listed do not constitute the order or limit the scope of the inspections/assessment. As a minimum, units should use these directories, in conjunction with the annual unit self-assessment. The objective is to identify deficiencies that preclude attainment of required capabilities. Users may add any item, which, in the exercise of good judgement, requires examination.

Table 1. Passenger Travel.

ITEM NO.	ITEM AND REFERENCES	YES	NO	N/A
1.	Is the PNR or are travel-related documents annotated to reflect reason/authority whenever premium-class air accommodations are used? (AFI 24-101, Chap 2, Para 2.7.)			
2.	Do passenger travel files contain required supporting documentation relating to the travel? (AFI 24-101, Chap 4, Para 4.2.)			
3.	Has a Centrally Billed Account (CBA) been established for the payment of group and individual travel services? (AFI 24-101, Chap 4, Para 4.1. and Attach 6)			
4.	Is the TMO using US flag carriers or documenting their unavailability and obtaining endorsement by the orders Authorizing Official (AO) on the travelers orders? (JFTR, Vol. I, Para U3125C. and AFI 24-101, Chap 2, Para 2.4.)			
5.	Is the TMO providing essential travel instruction to travelers (AFI 24-101, Chap 3, Para 3.44.)			
6.	Have local procedures been established for the process and follow-up of reimbursement for unused airline tickets and refunds? (AFI 24-101, Chap 4, Para 4.13.)			
7.	Does the TMO use proper precedence order (AMC first consideration) when routing international travel? (AFI 24-101, Chap 2, Para 2.3.)			
8.	When foreign air carrier use is authorized/approved or when directed by the TMF are the travel orders or the PNR annotated? (JFTR Vol. I, Para U3125.C.3.)			
9.	Are local procedures established between the TMO, CTO and the FSO for CBA and IBA reconciliation? (AFI 24-101, Chap 4, Para 4.1.3.6. and Attach 6)			
10.	Is TMO following proper procedures for arranging group moves via commercial transportation? (AFI 24-101, Chap 3, Para 3.2.)			
11.	Do TDY travel orders specify where authorized travel may originate or the most rate favorable point and list all official travel segments? (AFI 24-101, Chap 3, Para 3.16.)			
12.	Does the TMO insure first consideration is given to the GSA Airline City Pair program that meets the traveler's mission requirements for the best overall value? <u>Is exception to the use of contract carriers documented?</u> (DoD 4500.9-R, Pt I, Chap 103, Para B.2. and AFI 24-101, Chap 2, Para 2.5.)			
13.	Are rental vehicles authorized for official travel obtained through the CTO/TMO? (DoD 4500.9-R, Pt I, Chap 106, Para B.2. and AFI 24-101, Chap 3, Para 3.29.)			

ITEM NO.	ITEM AND REFERENCES	YES	NO	N/A
14.	Have local procedures been developed for travelers when utilizing their IBA to purchase airline tickets? (AFI 24-101, Chap 3, Para 3.4.)			
15.	Does the TMF/CTO brief all travelers concerning applicable flight information at the time tickets are issued? (AFI 24-101, Chap 3, Para 3.33. and Attach 4)			
15.1.	Does the TMF brief all travelers on accompanied/excess baggage and transporting weapons on commercial/ AMC contracted air? (AFI 24-101, Chap 3, Para 3.28.)			

Table 2. Shipment Planning/Receipt and Distribution

ITEM NO.	ITEM AND REFERENCES	YES	NO	N/A
1.	Are shipment planners determining the best value mode/method and selecting the carrier to move the materiel to destination consistent with the delivery requirement? (AFI 24-201, Chap 5, Para.5.2. and DoD 4500.9-R, Pt II, Chap 202)			
2.	Are the AMC WWX small package contract carriers used for high priority international shipments within the 150lb weight limit? (AFI 24-201, Chap 6)			
3.	Are shipments consolidated when possible? Do they meet consolidation requirements? (AFI 24-201, Chap 5, Para 5.4.)			
4.	Is the TMO utilizing the proper funding Transportation Account Codes (TAC) when required by the DD Form 1348-1A, <i>Issue Release/Receipt Document</i> , or by AFMC LSO/LOT FY memorandum? (AFI 24-201, Chap 3, Para 3.2. and Attach 3)			
5.	Are local procedures established for MICAP/NMCS/999 shipments to ensure that they are receipted for and processed as required 24 hours a day 7 days a week? (AFI 24-201, Chap 5, Para 5.13.1.)			
6.	Are Agile Logistics/2LM/RPM shipments processed by supply and the TMO within 24 hours? (AFI 24-201, Chap 2, Para 2.8.)			
7.	Are shipments cleared through the appropriate agency (ACA or WCA) when items are moving through an aerial or water port of embarkation (APOE, WPOE)? (AFI 24-201, Chap 8, Para 8.1. and DoD 4500.9-R, Pt II, Chap 203, Para C.)			
8.	Has the TMO established procedures for transportation support to contracting for FOB Origin contracted prepaid shipments? (AFI 24-201, Chap 11 and Attach 11)			
9.	Is CMOS utilized to collect, process, and transmit transportation data required to move outbound freight, receive inbound freight, direct in-transit freight, perform airlift clearance, support contingency requirements and provide command and control oversight of cargo moving in the DTS? (AFI 24-201, Attach 15)			
10.	Are Bills of Lading (BL) properly used, safeguarded, controlled, and sequentially issued? Are the proper freight classifications, descriptions and the special military services entered on the BL before the shipment is tendered to the carrier? (DoD 4500.9-R, Pt II, Chap 206, Para D. to F.)			
11.	Are BL registers accurate and up-to-date? (DoD 4500.9-R, Pt II, Chap 206, Para E.; AFI 24-201, Chap 7, Para 7.1.)			

ITEM NO.	ITEM AND REFERENCES	YES	NO	N/A
12.	Does the carrier's agent, acknowledging receipt of the freight, sign the BL? And is the documentation filed? (DoD 4500.9-R, Pt II, App G2, Block 26A)			
13.	Is SF 1200, BL Correction Notice, issued and distributed when required? (DoD 4500.9-R, Pt II, Chap 206, Para H.)			
14.	Are the R-40 and TAR listings being accomplished as required when requested by supply? (AFI 24-201, Attach 13.1. to 13.4.)			
15.	Are Powertrack billing statements reconciled, certified, and forwarded IAW the DTR? (DoD 4500.9-R, Pt II, Chap 212, Para 6.)			
16.	Is the Powertrack administrator function reviewing transaction status, and approving, denying, or placing on hold all shipments with a delivery notification status? (DoD 4500.9-R, Pt II, Chap 212)			
17.	Is the TMO ensuring there are either a TAC or LOA with the SDN on each Powertrack CBL for transportation services tendered to a carrier? (DoD 4500.9-R, Pt II, Chap 212, Para 2f.)			
18.	Are inbound shipments properly identified as over, short, or damaged? Have the carriers' representatives acknowledged discrepancies by signature? Is a SF 361, Transportation Discrepancy Report, prepared and distributed within 7 days following discovery of a discrepancy? If after 60 days the discrepancy has not been resolved, is a TDR package prepared? (DoD 4500.9-R, Pt II, Chap 210)			
19.	Does the TMO obtain in writing individuals authorized to sign for classified material within their organizations? (AFI 24-201, Chap 9, Para 9.5.1.)			
20.	Are proper procedures utilized for the receipt and shipment of classified or sensitive material via the GSA small package carrier? Are written procedures established locally for the receipt of classified or sensitive material via the GSA small package carrier? (AFI 24-201, Chap 9, Para 9.10.3. and DoD 4500.9-R, Pt II, Chap 205, Para T.)			
21.	Are acknowledgements for receipt of firearm shipments transmitted within 24 hours? (AFI 24-201, Chap 9, Para 9.8.2.)			

Table 3. Hazardous Material/ Classified Preparation

ITEM NO.	ITEM AND REFERENCES	YES	NO	N/A
1.	Is the TMO complying with public law and applicable directives when processing, handling or shipping HM? (AFI 24-201, Chap 10, Para 10.1.)			
2.	Are personnel who certify, prepare or inspect hazardous material for shipment in the DTS, successfully completing HM training according to the DTR Pt II, and AFMAN 24-204(I)? (AFI 24-201, Chap 10, Para 10.8.)			
2.1.	Does the commander (or designated representative) authorize HM Preparers, to include Technical Specialists, in writing to complete the Shipper's Declaration for Dangerous Goods Certification? (DoD 4500.9-R, Pt II, Chap 204, Para D.; AFMAN 24-204(I), A25.3.2.; AFI 24-201, Chap 10, Para 10.8.)			
2.2.	Are qualified TMO or other designated HM preparers providing Technical Specialist training every 24 months? (DoD 4500.9-R, Pt II, Chap 204, Para D. and AFMAN 24-204(I), A25.4)			
3.	Are hazardous materials properly identified and described on shipping papers, in accordance with the appropriate regulation? (49 CFR, AFMAN 24-204(I), ICAO technical instructions, and IMDGC)			
4.	Is an Emergency Response Number provided on all shipping papers for hazardous materials? (49 CFR, Para 142.604., DoD 4500.9-R, Pt II, Chap 204, Para F., and AFMAN 24-204(I), Chap 2, Para 2.8.)			
5.	Are the proper protective services for outbound shipments of arms, ammunition, and explosives (AA&E) being used, taking into account the current FPCON of the shipment origin and destination? (AFI 24-201, Attach 8 to 10 and DoD 4500.9-R, Pt II, Chap 205)			
6.	Are classified/ sensitive shipments properly marked to prevent disclosure of contents? (MIL-STD 129 and AFI 24-201, Para 9.2. and 9.10.1.6.)			
7.	Are DD Form 1907, <i>Signature and Tally Record</i> , properly completed to provide hand-to-hand receipt control for sensitive and classified shipments? (AFI 24-201, Chap 9, Para 9.1.3. and DoD 4500.9-R, Pt II, Chap 205, Para O.7.)			
8.	Has the activity established a local inspection checklist/program for HM offered for military airlift? (AFMAN 24-204(I), A28.4.) (NOTE: This is a deployment item, doesn't apply to daily TMO operations.)			

ITEM NO.	ITEM AND REFERENCES	YES	NO	N/A
9.	Is a DD Form 836, <i>Shipping Paper and Emergency Response Information for Hazardous Materials Transported by Government Vehicles</i> , prepared and provided to the Government Vehicle Operator? (DoD 4500.9-R, Pt II, Chap 204, Para G.)			
10.	Are DD Forms 626, <i>Motor Vehicle Inspections – Transporting Hazardous Materiel</i> , used to ensure that commercial and government vehicles comply with DOT safety regulations prior to loading Class 1.1/1.2/1.3/1.5/1.6 explosives, poison inhalation hazard materials, or Yellow II and III label radioactive materiel? (DoD 4500.9-R, Pt II, Chap 204, Para G.)			
11.	Are seals applied to carriers' equipment and the numbers annotated on shipping papers? (DoD 4500.9-R, Pt II, Chap 205, Para H.)			
12.	Is a REPSHIP submitted for sensitive/classified shipments to arrive at destination prior to receipt of the shipment? (AFI 24-201, Chap 9, Para 9.8. and DoD 4500.9-R, Pt II, Chap 205, Para C. and L.)			
13.	Is a DOT exemption usage report submitted to the MAJCOM yearly? (AFI 24-201, Chap 10, Para 10.9.1.)			

Table 4. Cargo Movements/Packaging and Preservation

ITEM NO.	ITEM AND REFERENCES	YES	NO	N/A
1.	Are packages and packaging material reused when possible? (AFI 24-202, Chap 6, Para 6.8.2.)			
2.	Are shipments marked and labeled properly? (AFI 24-202, Chap 5, Para 5.1.; MIL-STD-129)			
3.	Is proper packaging utilized for shipment of material and equipment? (AFI 24-202, Chap 4, Para 4.2.)			
4.	Are the scales inspected and calibrated every 12 months? (AFI 21-113; TO 00-20-14; TO 33K-1-100, Pt 1 and 2)			
5.	Has an Electrostatic Sensitive Discharge (ESD) station been established? (AFI 24-202, Chap 2, Para 2.4. and 3.2.; TO 00-25-234; MIL-STD 129)			
6.	Are personnel trained on all machinery/equipment they are required to use and do only authorized personnel operate and maintain shop machinery? (AFOSH 91-501, Chap 18)			
7.	Does all woodworking machinery (radial arm, table, and band saws) comply with the specific safety requirements? (AFOSH 91-501, Chap 18)			
8.	Is the emergency eyewash/shower easily accessible and inspected as required? (AFOSH 91-501, Chap 19)			

Table 5. Program Management

ITEM NO.	ITEM AND REFERENCES	YES	NO	N/A
1.	Has an effective reusable container program been established? (AFI 24-202, Chap 1, Para 1.2.3.2.)			
1.1.	Has a senior logistics officer (usually the Traffic Management Officer) been appointed by the installation commander to monitor the Reusable Container Program? (AFI 24-202, Chap 1, Para 1.2.3.1.)			
2.	Does the TMO ensure that their location's information in the Terminal Facilities Guide (TFG) is complete and up-to-date? (DoD 4500.9-R, Pt II, Chap 201, Para P. and App A)			
3.	Have Powertrack administrators been appointed/certified by the State USP&FO for Property, and have they completed required Memorandum 15 and other required training? (ANGI 36-2, Chap 3, Para. 3.7.)			
3.1.	Does the Certifying Officer process, certify, and forward to FM the Monthly Billing Statement within five days of availability in PowerTrack? (DoD 4500.9-R, Pt II, Chap 212)			
4.	Does the TMO participate in the Astray Freight program committee and report as required by the regional representative? (DoD 4500.9-R, Pt II, Chap 209)			
5.	Are procedures established to ensure the management, accountability, maintenance and use of 463L Pallet and Net assets is in compliance with directives? (DoD 4500.9-R, Pt V, Vol. II, Chap G; TO 35D33-2-2-2, and TO 35D33-2-3-1)			
5.1.	Are pallets stored with dunnage along the short dimension of the pallets, one row under the centerline and one row under each edge? (TO 35D33-2-2-2)			
5.2.	Is the uniform thickness of the dunnage equal to or greater than 3"? (TO 35D33-2-2-2)			
5.3.	Pallets being stored outside should be avoided, however if they are stored outside, is the dunnage sloped to provide for water drainage? (TO 35D33-2-2-2)			
5.4.	Are plastic barriers (bags) used to protect the pallets from the elements? (TO 35D33-2-2-2)			
5.5.	Are nets either hanging or placed in waterproof-vapor proof bags for storage? (TO 35D33-2-3-1)			
5.6.	Are WRM pallets and nets inventoried monthly and reported quarterly per ANG guidance AFI 25-101 (Draft)? (DoD 4500.9-R-1, Part VI)			

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard